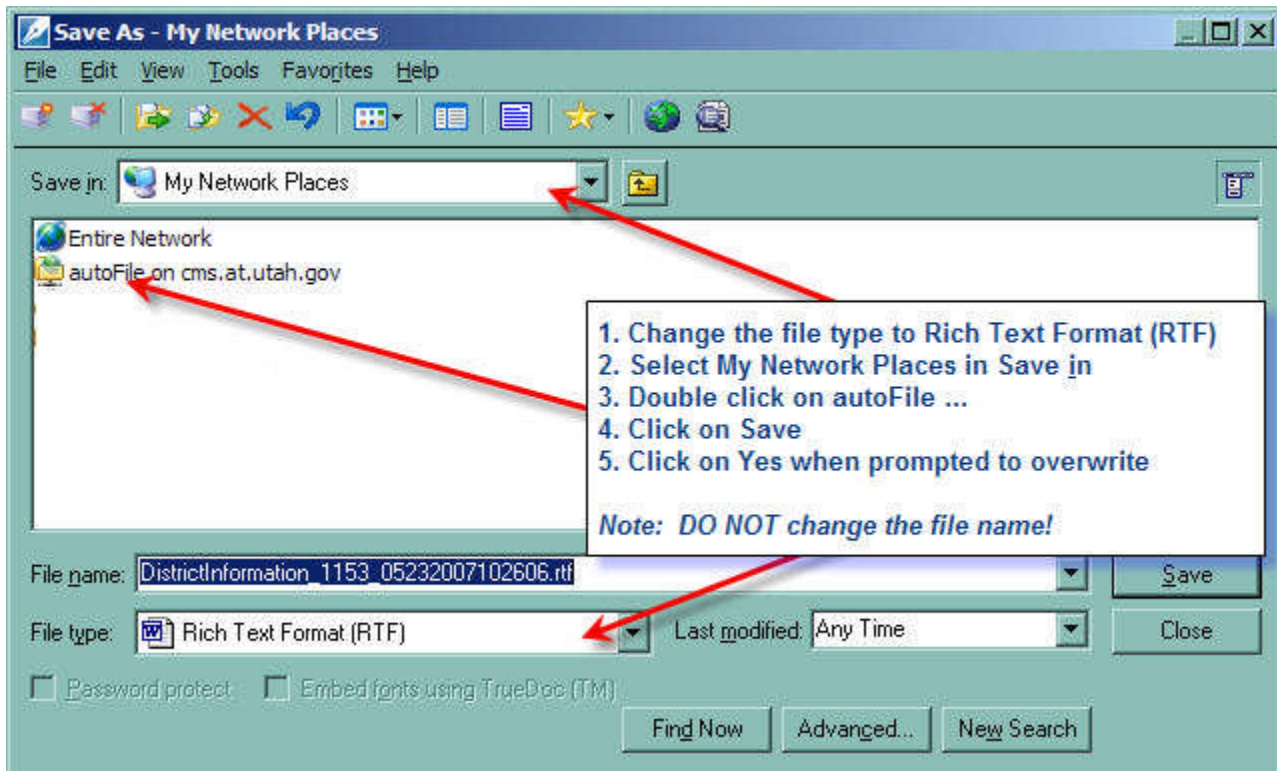


Saving a Document in CMS

After you open a document from CMS and make any changes to it, you need to save it if you want the changes to be available later. The system will save a document when it creates it, but if you make changes after opening it and want to save those changes for later use, please follow this procedure.

Click on the Save as icon or use the File: Save as menu.
The process is slightly different depending on your word processor.

For WordPerfect users



If you follow the steps outlined above, your changes will be saved back to the server and be available for the next time anyone wants to open this document.

For Microsoft Word users

